

CORONAVIRUS TESTING POLICY

A) INTRODUCTION

This policy describes the arrangements Thorpe Willoughby Child Care Centre has put in place for the testing of employees who are continuing to work from our workplace for coronavirus. It covers who is eligible for testing, how the test will be carried out and what happens after a result is produced.

Employees who have any questions about this policy can speak to Tracy Maddison

B) WHY WE ARE OFFERING TESTS

The health and wellbeing of everyone at Thorpe Willoughby Child Care Centre is paramount to us and we hope our testing policy will help to provide reassurance to employees that they are not carrying the virus. We seek to provide confidence to our employees that the workplace remains COVID-19 free and that we are taking a proactive role in the identification of asymptomatic cases, thereby we are hoping to protect the staff and children as best we can. Government testing centres currently focus only on providing tests for those with symptoms.

Providing weekly testing helps us to enable business continuity.

Tests are mandatory. Failure to take a test when required may result in our refusal to permit you to work at the workplace as well as disciplinary action being taken against you.

If employees experience symptoms in between tests, they should not wait for the weekly test before taking action. Employees are required to comply with Government guidance on self-isolation upon developing symptoms.

C) WHO WILL CARRY OUT THE TESTING

Thorpe Willoughby Child Care Centre recognises that the testing of all staff will be a major undertaking and has planned carefully for its implementation.

Testing will be carried out by yourselves, and the test result download you receive via email and text message must be shown at the door to the Manager or Deputy Manager, on Monday morning after testing on Sunday, and on Thursday morning after testing on Wednesday evening.

Positive results will be shared as soon as possible after the result has been given to Tracy Maddison Only those who are required to know the name of the employee who has had a positive test in order to take necessary action will be told this information. It is not always necessary that those who are performing an action subsequent to a positive test are made aware of which employee has tested positive.

Whilst the wider workforce will be informed of potential cases of COVID-19 that we become aware of through our testing exercise, names of those who have had a positive result will not be disclosed.

Those who have a negative result are able to continue with their work as normal.

A positive test result means that the person tested potentially has COVID-19 at that point in time.

Employees who receive a positive result will be required to remain away from the centre in order to self-isolate and seek a further test through the Government testing service.

Employees must inform Tracy Maddison of their second test result as soon as possible after it is received. If this is negative, the employee may return to work and arrangements to do so will be made. If this is positive, the employee must self-isolate in line with legal requirements.

Employees must not attend the workplace, or another premises on work business, during any period of self-isolation. Where possible, employees are permitted to work from home during self-isolation provided the employee remains well enough to do so. Where this is not possible, employees will be informed of leave and pay arrangements.

D) OUR HEALTH AND SAFETY MEASURES

Our COVID secure health and safety measures remain in place and all employees must continue to adhere to them regardless of a negative test result. Failure to adhere to these measures at any time may result in disciplinary action being taken. Details on the COVID secure measures can be found in our health and safety Policy and Covid risk assessment.

Reviewed 27.04.22 Tracy Maddison Centre manager

To be reviewed 27.04.23